International Fuel Tax Agreement (IFTA)

Quick Reference Guide
Online Transactions

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1.1   Internet Explorer Settings

It is important that your computer security settings be set to allow the IFTA application to run in Internet Explorer.

1.2   Pop-Up Settings

The application makes use of pop-up windows to display certain documents created in a PDF format. You will have to make some setting adjustments on your computer to allow these pop-up windows as described in Appendix A.

1.3   Adobe Reader Software Required

The system makes extensive use of PDF-type documents and this will require you to install the latest version of Adobe Acrobat Reader on your computer. It is free, and you can get the latest version on the internet by following the instructions in Appendix B.

1.4   Account and Password Maintenance

Your Client ID can be found on your IFTA license or your quarterly tax return. If you do not have a Client ID and password, call the Office of Vehicle & Motor Carrier Services at (515)237-3268, Monday through Friday, 8 AM to 4:30 PM.

After establishing your password the first time, all other password questions can be answered by the DAS-ITE Service Desk. Contact them by calling (800)532-1174 or (515)281-5703.

1.5   IFTA System Navigator (NAVvie)

For supplement and tax return processing, there are multiple steps and associated screens involved. The screens associated with each step have tabs across the top of the screen showing you exactly where you are in the overall process. You may return to a previous step to make changes by double clicking on that tab. However, if the supplement has been invoiced or the tax return has been calculated, you will have to cancel the invoice before being allowed to return to any previous step.

1.6   Validation Screens

After you have finished entering data for a particular function, the system will present a validation screen to provide you the opportunity to validate the information before it is stored. The following functions are available on the validation screens:

- *BACK* – Select this button to return to the data entry screen and correct the information as needed.

- *PROCEED* – Select this button to continue navigation to the next logical step of the transaction

- *QUIT* – Select this button to exit the validation screen and return to the appropriate menu. The information entered on the screen will not be saved.

1.7   Standard Button Selections

The OVMCS interface has a set of standard buttons displayed at the bottom of the various screens.

- *PROCEED* – continues transaction processing to the next logical step in the process.

- *REFRESH* – restores all screen fields to their original values, allowing you to start-over.

- *QUIT* – exits to the appropriate menu and **does not save** the information on the current screen. From an inquiry pop-up, selecting the *QUIT* button will close the pop-up.

- *BACK* – Returns to previous screen.

- *CANCEL* – Returns to the menu and deletes all information associated with the transaction.

- *HELP* – Provides assistance regarding use of the current screen.

1.8   Sign-On Screen

Figure 1 is the initial sign-on screen to Iowa's OVMCS system that can be accessed using this address: **https://iftairp.iowadot.com**. You were provided a Client ID and password by the Office of Vehicle & Motor Carrier Services.

To sign onto the OVMCS system, perform the following steps:

- Enter your provided Account ID. (This is the same as your Client ID.)

- Enter your password. If you forget your password, click the *FORGOT PASSWORD* link and it will guide you through resetting your password. If you have trouble, call the DAS-ITE Service Desk at (800)532-1174 or (515)281-5703.

- Make sure the User Type is "External User" from the drop-down list.

- Click the *SIGN-IN* button.

Figure 1

Note: If this is a first time login, you will have to change your password and answer the security questions that appear. If you forget your password in the future, you will need to know the answers to these questions to reset the password.

In the event you cannot proceed and you need help logging onto the system, call the DAS-ITE Service Desk: at (800)532-1174 or (515)281-5703; or send them an email to ITE.Servicedesk@iowa.gov.

Once you have signed on to the system, the Enterprise Level Main Menu will appear. (Figure 2 or 3)

2 Enterprise Level Main Menu

Carrier and Processing Agents

The Enterprise Level Main Menu will look like Figure 2 and Figure 3 for processing agents. Both menus are the same except processing agents have an extra tab.

These options are included on both menus:

- A quick link to file fuel quarterly tax returns. Clicking the FILE TAX RETURN link will take you to the Quarterly Fuel Tax reporting screen. (Figure 5)

- APPLICATION – Clicking the APPLICATION tab, and then the drop-down list to select IFTA will take you to the IFTA Main Menu (Figure 11) where you can order additional decals, duplicate licenses and reprint items. Section 2.2 will explain these functions.

- CLIENT – Clicking the CLIENT tab will take you to your client information through Inquiry. (Section 2.3)

- SIGN OFF - Clicking the SIGN OFF tab will exit the system and the Sign-In screen (Figure 1) will appear.

Figure 2
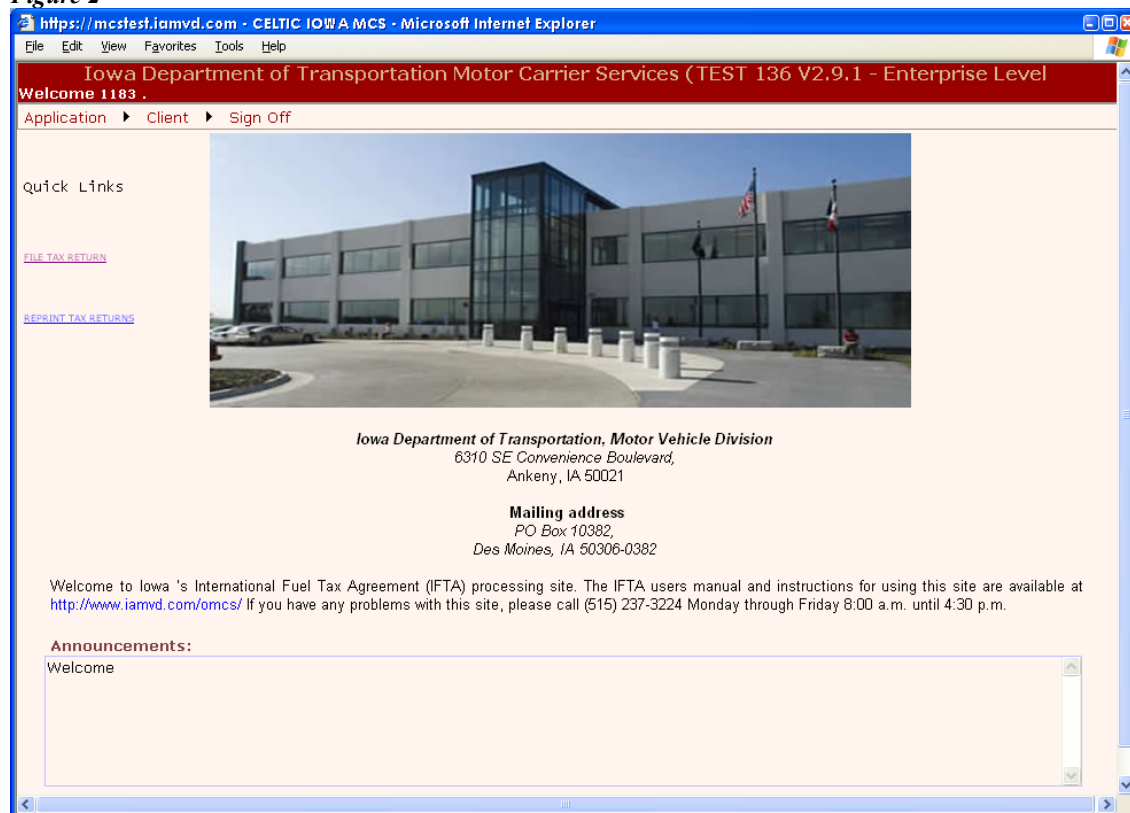
Processing Agents Only

The Office of Vehicle & Motor Carrier Services will allow a processing agent access to authorized carrier accounts following the rules for setting up processing agents. When a processing agent signs in, Figure 3 will appear. This is the same screen except it has an additional tab called SELECT CLIENT ID.
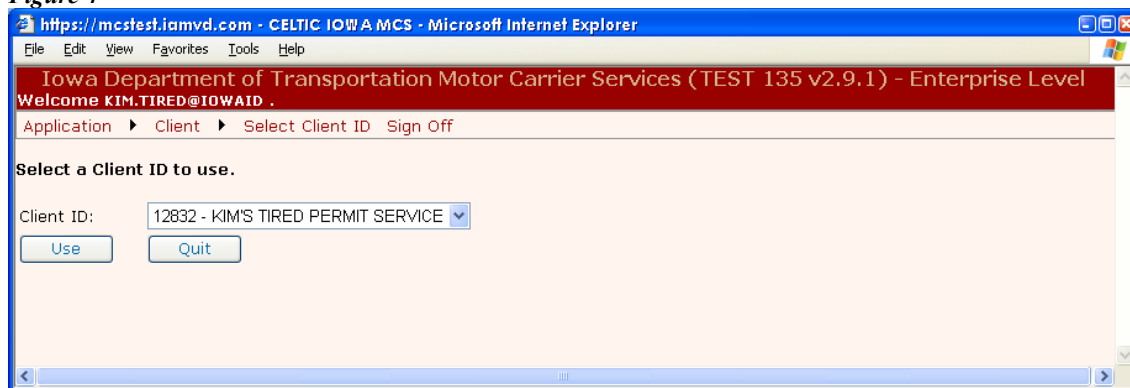
Figure 3
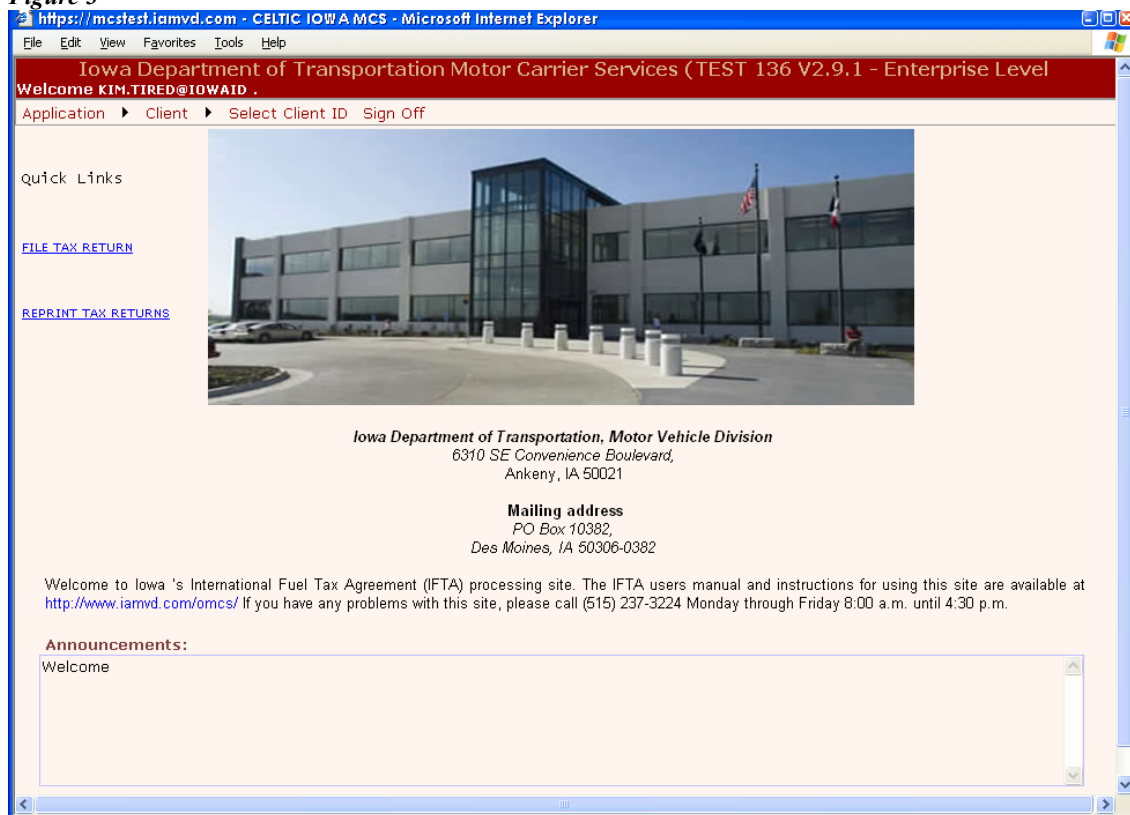
After the processing agent signs on and the Enterprise Level Main Menu for Processing Agents is displayed (Figure 3), the processing agent must select the client they want to process information for.

Click the SELECT CLIENT ID tab and the Select Client ID screen will be displayed. (Figure 4)

Figure 4

2.1   File Tax Return

By clicking the FILE TAX RETURN link in the Quick Links area, the Quarterly Fuel Tax reporting screen (Figure 5) will appear.

Figure 5

Your Client ID will be displayed and you will need to enter the following fields of information:

- Select the Return Year from the drop-down list. (Four (4) years are listed but you can only file a return for the current quarter and one (1) previous quarter.)

- Select the Return Quarter from the drop-down list. (Four (4) quarters are listed but you can only file a return for the current quarter and one previous quarter.)

- Select the Fuel Type from the drop-down list. (All fuel types are listed but you can only select one.)

Once the information is entered, you may:
- Click the ***PROCEED*** button and the tax return data entry screen will be displayed.

- Click the ***REFRESH*** button and the Year, Quarter, and Fuel Type fields will be cleared.

- Click the ***QUIT*** button and the Enterprise Level Main Menu will be displayed.

If you had started but not finished a tax return in an earlier session for the specified year, quarter and fuel type, this message will appear, "Tax Return status for the client is open. Please use the Work In Progress function."

If this message is displayed and you want to continue processing this tax return, select the "Work In Progress" menu option and then select "Tax Return" from the drop-down list.

If you have already filed and processed a tax return for the year, quarter and fuel type, you will see a message saying that you are creating an amendment. You must indicate that it is "OK" to continue. You are allowed to do only one (1) amendment.

After all the data passes internal edits, the Tax Return Entry screen will be displayed (Figure 6).

Figure 6

To file an original return perform the following steps:

- Verify the carrier information at the top of the screen, specifically the return year, return quarter, and fuel type.

- If you have not traveled any miles or purchased any gallons for the quarter, check the "No Operation" check box and select the *PROCEED* button.

- Enter Total Miles. (5A from your printed form)

- Enter Total Gallons. (5B from your printed form)

- Select the *CALCULATE* button and the system will display the MPG.

- The jurisdiction area will pre-populated with the jurisdiction(s) you previously filed.
  - If you need to enter a new jurisdiction do one of the following:
    - Type the two-character abbreviation into the Jurisdiction field, followed by the total miles, total taxable miles, and total paid gallons. Select "Add" to enter into the jurisdiction spreadsheet; or

- Select the jurisdiction from the drop-down list; enter the total miles, total taxable miles, and total paid gallons. Select "Add" to enter into the jurisdiction spreadsheet; or

- Select "SHOW MAP" and select the jurisdiction from the map; enter the total miles, total taxable miles, and total paid gallons. Select "Add" to enter into the jurisdiction spreadsheet.

  o If you need to remove a jurisdiction, check the "remove" box beside each jurisdiction and then click the ***REMOVE*** button.

- If you need to stop data entry, you may click on the ***QUIT/SAVE*** button and the system will save the information you have entered. **Remember that your tax return is not considered filed or calculated**. Use the "WORK IN PROGRESS" menu option to continue later.

- Enter the Miles in non-IFTA jurisdictions.

- Click the ***PROCEED*** button to perform the data edits and perform the Tax Return calculations. If there are edit errors, you must fix them before you continue. The most common error is data entry error in the number of miles and gallons. The ***CALCULATE*** button in the Return Details area at the top will calculate the totals of column C and F to assist you in finding data entry errors.

The next screen displayed will show your calculated tax return. (Figure 7) Any data displayed in **red** means there is a possible error and should be reviewed for accuracy.

Figure 7

The total amount due is valid only if paid or postmarked before the end of the month based on the filed date. For example, if the return is filed on 12/17/2007, the amount due is accurate until 12/31/2007; after that date, interest will accrue each month and penalties will be applied as applicable.

If all the information is correct, click the ***PROCEED*** button to save and submit the calculated return. The IFTA Payment Details screen will appear (Figure 8).

Figure 8

If you realize you need to change your tax return, click the ***CORRECT TAX RETURN*** button and the Quarterly Tax Return data entry screen will be displayed with all the information on it. You may update as required and click the ***PROCEED*** button to return to the Payment Details screen (Figure 8).

At this point, you must do one of the following three (3) things.
- If your net amount due is greater than zero and you are **mailing in your payment**:
    o Select "View Invoice" – this will provide a PDF view of your calculated tax return. You can either save this to your hard drive or print it to your local printer. You will need to provide a copy of this invoice along with your check.

    o Close this PDF window and the Enterprise Level Main Menu screen will appear.

- If your net amount due is greater than zero and you are **paying with DWOLLA or your escrow account,** click the ***PROCEED*** button and the Payment Processing screen will be displayed (Figure 9). If you are interested in paying with the new low cost DWOLLA please visit www.dwolla.com to get started. To open an escrow account, please call (515)237-3268.

- If your <u>net amount due is zero or less than zero</u>, Click the **PROCEED** button and the Payment Processing screen (Figure 9) will be displayed and you can apply for a refund and finish filing your tax return.

Select **PROCEED** from the payment-detail validation screen and the Payment Collection processing screen will appear (Figure 9).

Figure 9

Follow these steps to process a payment successfully:
- If your total due is zero, simply click **PROCEED** to end your transaction.

- If your total amount due is greater than zero:
  - You may pay using your DWOLLA account by selecting the DWOLLA PAYMENT option, or you can apply escrow funds by entering the amount of escrow you want to apply. You can make a partial payment; however additional interest and penalty may apply when you are ready to make another payment; or

  - Once you have entered the amount of payment, select **PROCEED** and the Payment Verification screen will be displayed. Your payment is not accepted until you click the **PROCEED** button on this screen.

Once the **PROCEED** button is selected from the Payment Verification screen, your payment is accepted and a PDF file showing the payment made and any outstanding amount due will be displayed. Figure 10 is a sample of the PDF file. Keep in mind that if there is an amount due, interest will continue to accumulate on the remaining balance at a rate as shown on www.iftaach.org per month and penalty will apply if not previously calculated.

Figure 10

You may save this PDF to your hard drive or print it to a local printer using the tool bar at the top of the page.

Close this PDF by clicking the **X** in the top right-hand corner of the screen and the Enterprise Level Main Menu (Figure 2) will display.

If you have an additional fuel type to file, you need to repeat the steps starting at 2.1 File Tax Return.

2.2 IFTA Main Menu Tabs

To get to the IFTA Main Menu:

- Click the APPLICATION tab on the Enterprise Level Main Menu and a drop-down list of applications will display. Currently only the IFTA application is in production.

- Select IFTA from the drop-down list and the IFTA Main Menu screen (Figure 11) appears.

Figure 11
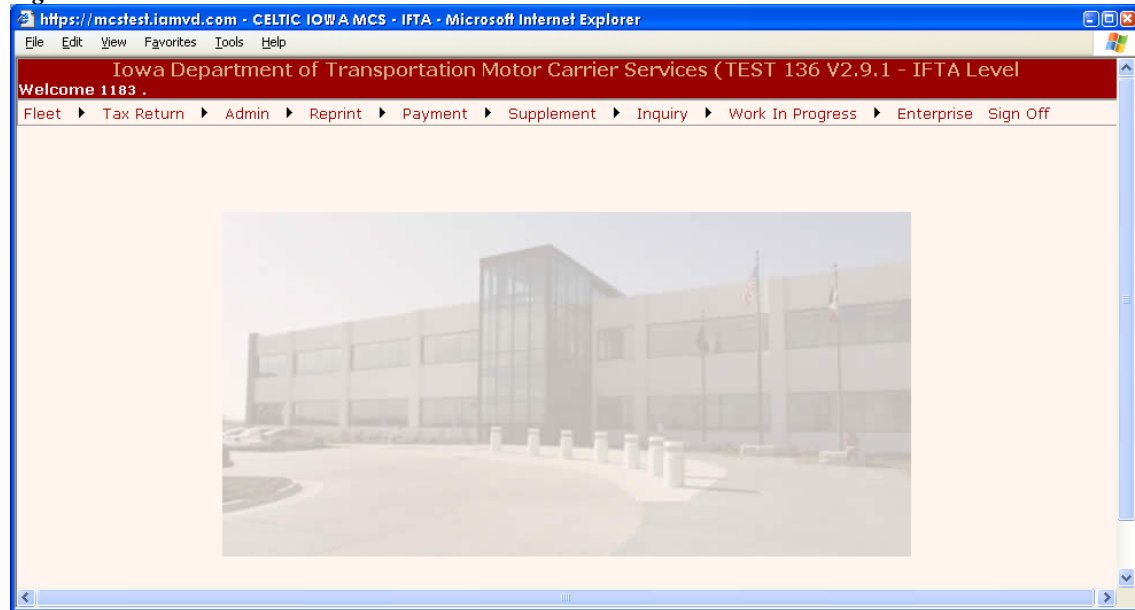
The IFTA Main Menu contains various tabs relating to business functions. Those functions are summarized below.
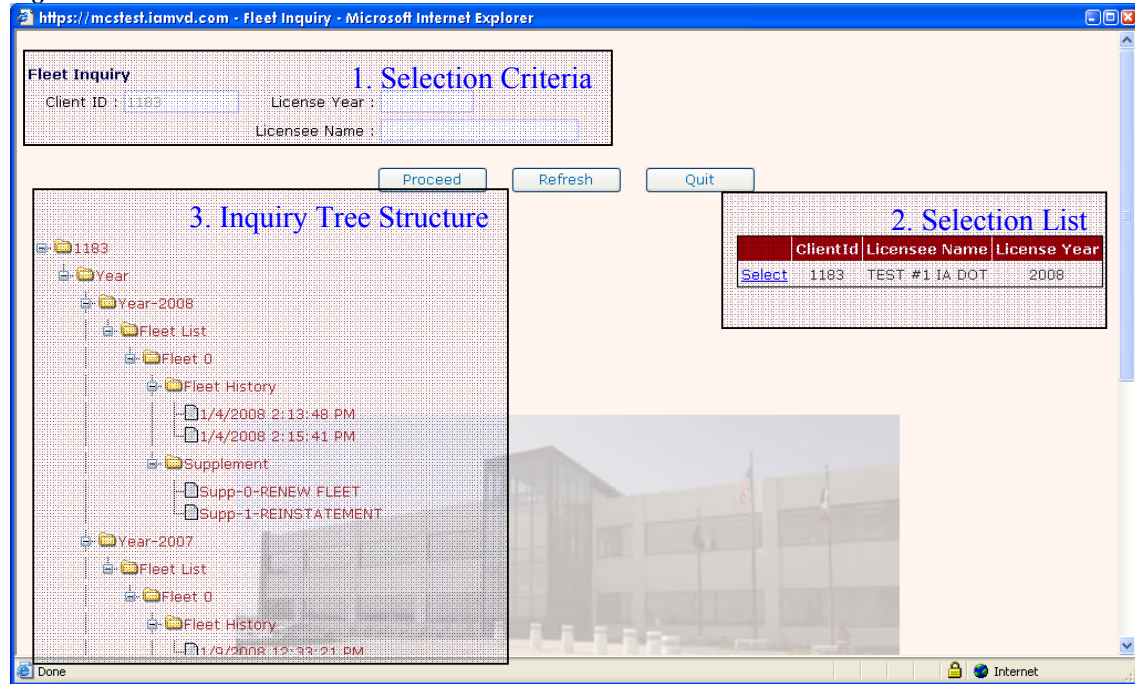
2.2.1   Fleet Tab

Click the FLEET tab and then select FLEET INQUIRY from the drop-down list. You may enter a specific year or license name or leave these fields blank.

Click on the ***PROCEED*** button and the Fleet Inquiry screen will appear. (Figure 12)
All inquiry screens have three basic sections:
1. Selection Criteria,
2. Selection List, and
3. Inquiry Tree Structure.

Figure 12

- Your client ID will be displayed automatically as selection criteria.

- Click on the *SELECT* button in the selection list to display the Inquiry Tree with the carrier information details.

- All the information regarding the account activity is reflected in the **Inquiry Tree Structure**. This structure shows historical data for all the years and all the supplement activity for each of those years.

- You can see the details of each supplements within the fleet for any given year by clicking on the individual item such as SUPP-0, FLEET - 0.

- You can expand and contract the Inquiry Tree as follows:
  o Clicking on the "-" will contract the tree.
  o Clicking on the "+" will expand the tree.

- Clicking on the *QUIT* button on the Inquiry pop-up screen will close the pop-up screen and return you to the IFTA Main Menu. (Figure 11)

2.2.2   Tax Return Tab

This tab is used to file either an original or an amendment. (See Section 2.1 - File Tax Return)

Click on TAX RETURN and then select INQUIRY from the drop-down list. Enter the selection criteria if different from the default and a selection list of tax returns will be displayed (Figure 13).

Figure 13

- Click on the ***SELECT*** field in the column to the left of the return you wish to see and the **Inquiry Tree Structure** for that return will be displayed with the details for the quarter selected shown in the inquiry tree.

  In Figure 14, the 1st quarter in 2003 was selected and the Inquiry Tree shows Quarter 1 with a diesel return and the Amendment 0, which is the original.

Figure 14

- All the information regarding tax return activity is reflected in the Inquiry Tree Structure.

- You can expand and contract the Inquiry Tree as follows:
  - Clicking on the "-" will contract the tree
  - Clicking on the "+" will expand the tree

- You can see the details of each tax return for any given year, quarter and fuel type by clicking on the individual item such as AMENDMENT–NO, STATUS etc.

- Clicking on the *QUIT* button on the Inquiry pop up screen will close the pop-up screen and return you to the IFTA Main Menu. (Figure 11)

By clicking on AMENDMENT-0, the tax return details will be displayed as they are in Figure 15.

Figure 15

Tax Return Inquiry

CarrierDetails

Client ID:	1183	Carrier Name:	TEST #1 IA DOT				
Amendment No. :	0	Return Year:	2003	Return Quarter:	1	Fuel Type:	DIESEL
Amend/Orig:	Original	Due Date:	4/30/2003	Filed Date:	7/16/2003	No Operation ☐	
Invoice No:	0	Invoice Date:		Remitted Date:		Reversed Int:	N
Reversed Penalty:	N	Created User Id:	CONVERSION	Last Updated User Id:	NKRUKOW		

Return Details

Current Tax Return   OPEN

Months Late:	3	(+) Penalty:	.00 ☐ Waived
Total Miles(5A):	26489111	(+) Return Amount:	31525.12
Total Gallons(5B):	4875799	(+) Prev Return Int. and Pen:	.00
MPG (5A/5B)	5.43	(+) Addtional Interest due:	.00
		(+)Adjusted Amount:	.00
		(-) Payments Made:	.00
		(-) Prev Payments Made:	.00
		Total Due:	.00

Inerest & Payment Details

Additional Interest	Payment
No records found.	No records found.

Jurisdiction Details...

Jur (A)	Eff Date	Rate (B)	Total Miles (C)	Taxable Miles(D)	Taxable Gallons(E)	Tax Paid Gallons(F)	Net Taxable Gallons(G)	Tax Due (H)	Interest Due(I)	Jur Amt Due(J)
IA	1/1/2003	0.2250	3933752	3933752	724448	881339	-156891	-35300.48	0.00	-35300.48
IL	1/1/2003	0.2870	2048976	2048976	377344	151284	226060	64879.22	1946.38	66825.60
Total			5982728	5982728	1101792	1032623	69169	29578.74	1946.38	31525.12

Jurisdiction Comparison Details...

Non-Ifta Miles: 20506383

2.2.3   Admin Tab

Click the ADMIN tab and the select TAX RATES and then INQUIRY from the drop-down list. Enter a specific year and quarter as the selection criteria.

Click on *PROCEED* and the Tax Rate Inquiry screen will appear as in Figure 16.

Figure 16

2.2.4   Reprint Tab

Using the REPRINT tab, you can reprint a copy of your license, your 30-day temporary permit, or a tax return. These documents, created in a PDF format, can be printed or emailed. Following are instructions on how to print these documents.

License

Click on the REPRINT tab and select LICENSE from the drop-down list. The selection screen will display. (Figure 17)

Figure 17

Enter the license year and supplement number. If you leave these blank, a selection list will be provided and you can select the license year you want and the details of the license will be displayed as in Figure 18.

Figure 18

Permit
This provides a copy of a 30-day temporary permit and works the same as other inquiries. Specify the selection criteria, click **PROCEED** and then get to the information you need by clicking on the desired Inquiry Tree item.

Tax Return
This selection will provide you a copy of a filed tax return for a given year, quarter and fuel type. See section 2.2.2 for Tax return inquiry.

2.2.5   Payment Tab

To get information about a given supplement, including payment information, follow these steps.

Click on the PAYMENT tab from the IFTA Main Menu (Figure 11) and select SUPPLEMENT PAYMENT INQUIRY from the drop-down list. Enter the year you want to look at and click the **PROCEED** button; the Inquiry Tree will be displayed as shown in Figure 19.

Figure 19

Click on any one of the supplement items in the Inquiry Tree and payment details will appear as in Figure 20.

Figure 20

2.2.6   Supplement Tab

This tab, on the IFTA Main Menu (Figure 11), provides information about an existing supplement. It works the same as other inquiries where you will need to specify some selection criteria, click ***PROCEED*** and then get to the information you need by clicking on the desired Inquiry Tree item.

2.2.7   Inquiry Tab

The INQUIRY tab on the IFTA Main Menu (Figure 11) works the same as other inquiries where you will need to specify some selection criteria, click ***PROCEED*** and then get to the information you need by clicking on the desired Inquiry Tree item. The following are the inquiry options available in the drop-down list that appears after you slick on INQUIRY.

- Fleet – provides IFTA fleet information and history information if available.

- Supplement – provides IFTA supplement/transaction information on existing supplements.

- Tax Return – provides a screen display of a filed IFTA tax return.

- Supplement Payment – provides IFTA supplement information including payment detailed information.

2.2.8   Work in Progress Tab

This tab on the IFTA Main Menu provides a way to continue either a supplement or tax return previously started but not completed.

- Supplement – continues an incomplete supplement process by entering the selection criteria for the supplement required.

- Tax Return – continues an incomplete tax return by entering the selection criteria for the required tax return.

2.2.9   Enterprise Tab

- Clicking on this tab from the IFTA Main Menu will return you to the Enterprise Level Main Menu.

2.2.10   Sign Off Tab

This tab will sign you off the OVMCS system.

3 Appendix A – Security Settings and Pop-Ups

The application makes use of pop-up windows to display certain documents created in a PDF format. You will have to make some setting adjustments on your computer to allow these pop-up windows.

- Log on to the Enterprise Level Main Menu (Figure 2).
- Open Internet Explorer.
- Click the TOOLS option.
- Select Pop-Up Blocker Settings from the drop-down list (Figure 25).
- In the ADDRESS OF THE WEB SITE TO ALLOW field (Figure 26), enter the following web site address: **iftairp.iowadot.com** and then press *ADD* and then *CLOSE***.**
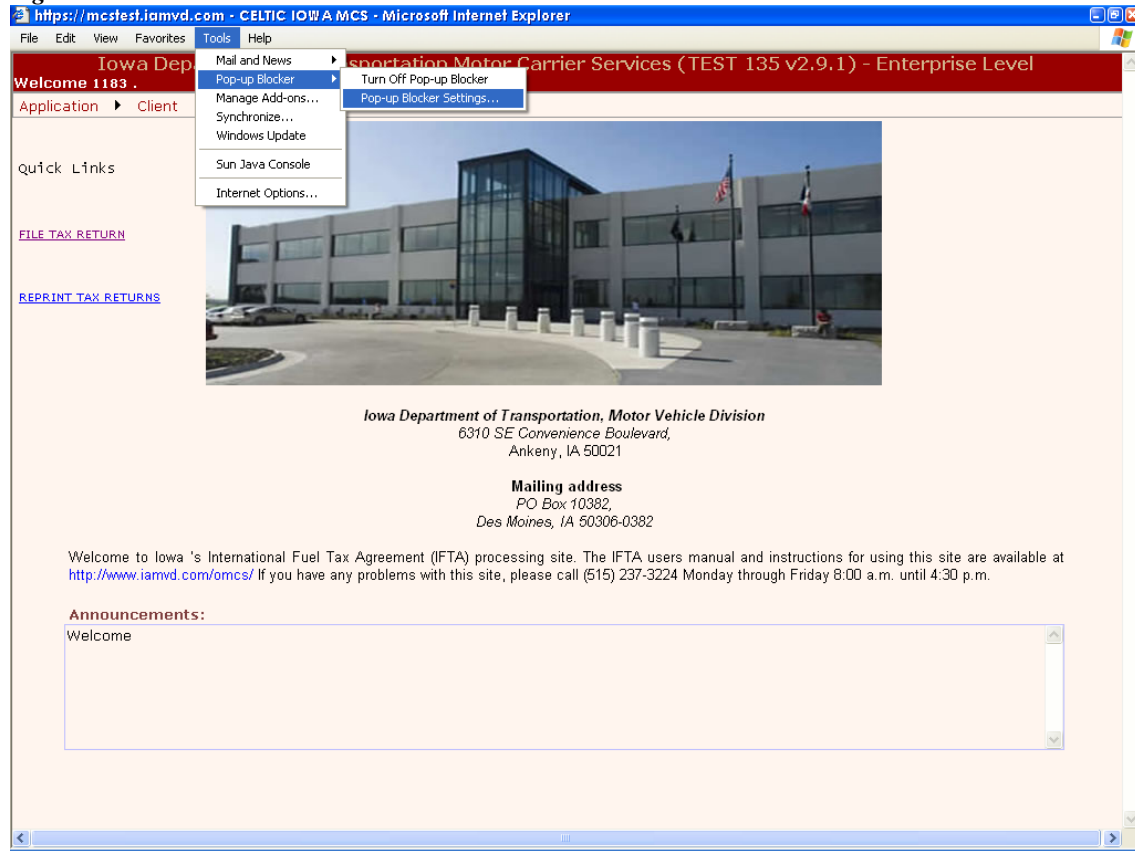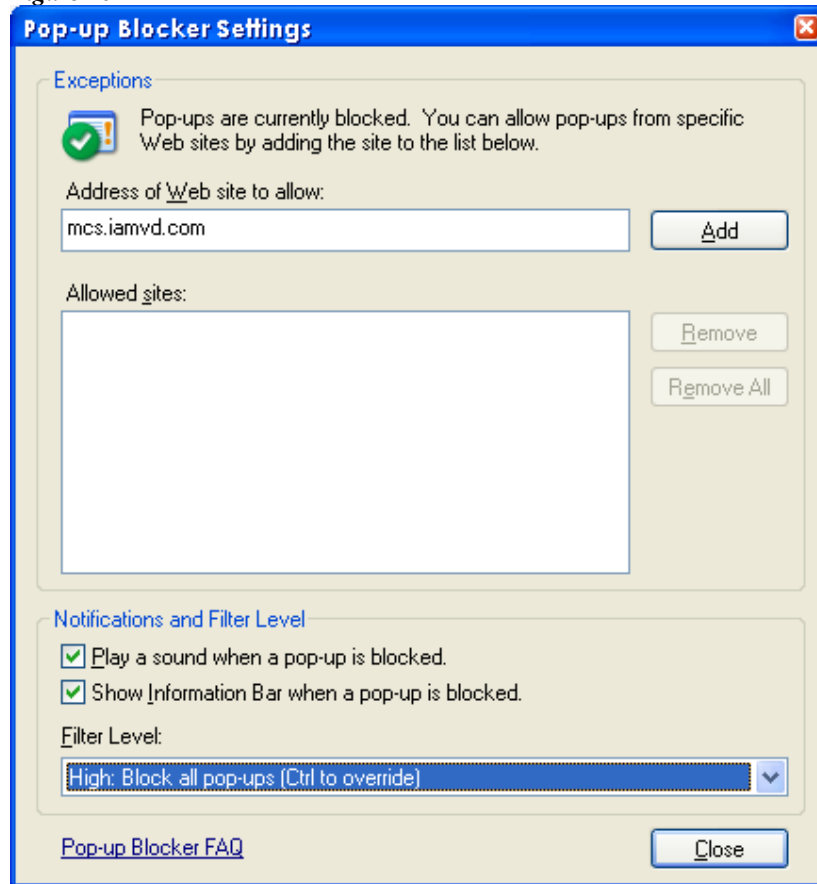
Figure 25

Figure 26

4 Appendix B – Adobe Reader Software

Adobe Reader is required to view forms and documents that are created within the application in a PDF format.

You can check to see if you have Adobe Reader by performing the following steps:

- Click the *START* button on your desktop.

- Select PROGRAMS from the list.

  Look for Adobe Reader on the Programs list. (Sample shown in Figure 27) If you do not have Adobe Reader on you computer, go to http://www.acrobat-zone.com/) and download it free.

Figure 27